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## Faculty Senate Minutes, October 4, 2021

Utah State University

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## **FACULTY SENATE MINUTES**

October 4, 2021

3:00 – 4:30 pm

Merrill Cazier Library – 154 ([Zoom](#))

### **Call to Order** - Boyd Edwards

Approval of Minutes – [September 7, 2021](#)

*Minutes approved as distributed.*

### **University Business** - Frank Galey, Provost

The COVID situation is doing well. Big thank you to the faculty for all they are doing and have done to keep their classrooms up and running and their students happy and healthy. One of the things that is really helping the situation is the seating chart arrangement. This has helped with containment and reporting. Thank you to the faculty members who took advantage of this arrangement. Over 8,000 seats and 1300 classes have been registered. This is approximately 12,000 individuals who have recorded their seating to date. This has really helped track and keep classes that are designed to be taught via face-to-face. We have only had one class that went to the red state and after speaking with the instructor it was moved to orange within an hour. Cache Valley numbers are going up, but the university is remaining low. USU is feeling very positive about where we are right now. One more reminder that if faculty, staff, or students are sick they should stay at home. We must be vigilant in our efforts. On October 20 students can start viewing their class schedules. If a student has already uploaded their vaccination information, they won't see anything. Students can, however, upload their vaccination at that time. Those who are not vaccinated but plan to before spring can do so when they are vaccinated. Those who do not plan to be vaccinated can opt out. Right now, the CDC is saying you should be vaccinated whether you have been exposed or not.

The Provost's Office has about a half dozen initiatives and goals that have been set up. We will be sharing them with the faculty as we begin rolling these programs out. The first one that will be mentioned today is that we are looking at a team to do a deep dive into graduate education. This is an inclusive team that includes several faculty members as well as administrators who are involved in graduate education. We are looking at everything related to recruitment and retention as well as the graduate students' experience. There will be more information to come. Will be setting up some listening forums with faculty members. The goal is to have action items in place by mid spring.

### **Information**

Education Policies Committee – [September 2, 2021](#) - Paul Barr

General Education – discussed what they are doing in terms of their goals for this year, and particularly the assessment plans that they had for that.

Academic Standards – discussed the language of the post humous degrees from USU. It's always a sad situation when we have a student that's not able to complete their degree for one reason or another. It was felt that we did not have the appropriate language regarding this issue so we put together some new language that will be used as guidelines for the colleges. The language essentially says that if a student is within two semesters of completion of their bachelor's degree and would complete within two semesters of their bachelor's degree, we would initiate the process of providing that post humous degree. If a student is within one semester of completing their associate degree their family would receive the post humous degree. If a student isn't in either category, we would provide a certificate of completion. This process will work a lot better. The second item is the involuntary leave policy, or what we describe as a university-initiated leave. This is for the cases where students are either at harm to themselves or harm to other individuals on campus, and it's in the interest of the university to initiate this

policy for the students to protect themselves and give them an opportunity to come back in full standing. There is a committee, and they will work on a process for bringing back the student. Curriculum Subcommittee – approved 80 course requests and one R401. The registrar's office request that an open dialogue happen between colleges and departments when their courses impact others. Vice Provost Cutler came to Curriculum and spoke regarding the graduate studies program at USU.

#### [Telework Policy Draft | Summary of Changes](#) - Doug Bullock

We have been working on this policy for quite some time even before COVID and we were beginning to vet the idea/concept of the new, future work at Utah State University. This policy has been reviewed by a lot of different stake holders to try to make sure there is input from all groups. Looking to finalize the policy this month. Also looking at flexibility for the individual units and at the accountability piece so that leadership is comfortable that we're protecting the student experience and that we're still taking care of our internal customers. This policy is a privilege and not a benefit and not all positions will qualify for telework. The needs of the department and the employee must be considered. The request will be formalized with a signed agreement in ServiceNow. There is flexibility to have units try it before they jump completely into it. See report for types of telework that are available. Not all positions qualify for telework – see report. Lastly, there are several tools that are in the process of being built. There will be a teleworking website that will have all these resources listed. There will also be training via Linked-in learning. Human Resources is available for any consultation regarding questions or issues regarding the teleworking policy.

#### **Reports**

##### [Educational Policies Committee](#) Annual Report - Paul Barr

*Motion to approve the Educational Policies Committee Annual Report made by Scott Hunsaker.*

*Seconded by Joel Ellsworth. Report approved.*

Had 700 course requests filtered through throughout the academic year. Had 57 R401s that were approved. One department split last year, the Languages, Philosophy and Communication Studies. USHE is asking if 3000 and 4000 level classes in the junior and senior year of the student's programs? Looking closing at keeping those classes in the junior and senior year. Gen Ed subcommittee had 20 proposals approved with general education designations. Academic Standards Subcommittee changed the amount of time that we could use for a leave of absence. Seeing more and more students ask that credits be transferred from non-credit institutions. Busy year even with COVID.

Honors Program Annual Report (*moved to October 18, 2021, FSEC meeting*)

#### **Old Business**

COVID Faculty and Staff Survey - Boyd Edwards

Sarah Klein who presented last month is still revising that survey and we haven't heard back from her for the latest update. Should be coming out soon.

#### **New Business**

Format for Future Meetings - Boyd Edwards

Encourage faculty senate members to attend in person instead of Zoom attendance. Of course, we still need to have Zoom for the Statewide Campuses.

**Adjourn: 3:46 pm**



## **FACULTY SENATE MINUTES**

September 7, 2021

3:00 – 4:30 pm

Merrill Cazier Library – 154 ([Zoom](#))

### **Call to Order** - Boyd Edwards

Approval of Minutes – [April 26, 2021](#)

*Motion to approve the April 26, 2021, minutes made by Corey Christiansen. Seconded by Maureen Hearn. Minutes approved as distributed.*

### **University Business** - Noelle Cockett, President | Frank Galey, Provost

*Motion to move Title IX forward on agenda while President Cockett is present made by Timothy Taylor. Seconded by Scott Hunsaker. Motion passed.*

Students are back on campus, and we had a fantastic Connections event for the freshman and the week of welcome was well attended. The president appreciates the faculty who are working on their classes however they are being delivered or set up. USU has implemented a vaccine requirement for students, and they will need to be vaccinated by spring semester. They will be asked on the spring registration screen to declare whether they have been vaccinated and if they plan to be vaccinated. They can opt out for religious, medical, or personal reasons. The university will offer vaccinations on campus and there was a clinic set up for day on the quad. The next week it will be in the Eccles Conference Center from 1:00 – 4:00 pm and on September 27 it will be the same time at the Taggart Student Center. Drop ins are encouraged but it will go smoother and more streamlined if students schedule an appointment. Why doesn't the faculty and staff have to be vaccinated? The state legislature passed bills that leaves it up to the universities. USU cannot change anything for students who cannot or will not get vaccinated. They will still be able to attend class in person without masks. Testing is still going on at the east stadium and the numbers are much smaller than last year. Under a hundred tests per day now. We do have active cases in USU Eastern and the Logan campus, however, the numbers are still lower than last year. Appreciate everyone doing their part. Today President Cockett will be posting a revised interim policy 340 which is the responsible reporting employees for sexual misconduct. Last year in May 2020 the Department of Education sent out additional and modified regulations for Title IX under the Civil Rights Act. A couple of months later, August 2020, the Office of Equity developed four interim policies and they are on the USU policy website under the 300 sections. As time went on, the university realized there were problems with policy 340. All faculty were considered resource communications employees unless they supervised students or were faculty advisors for a student organization. The feedback was that faculty were confused about when they were reporting employees and it was difficult to know which resources to provide to students. After discussion with the faculty senate presidency, the Office of Equity has come up with the change to make all faculty responsible reporting employees. Faculty will need to let students know that they are responsible for reporting any issues that come to their attention. There are two exceptions; if a student discloses sexual misconduct on a paper or during a class discussion or if the sexual abuse happened when they were a child. Posting the policy today and will send out an all-faculty email regarding the change. Recently received a report on the trainings being held in small rooms and so the Office of Equity is now holding the trainings virtually. Keep the comments coming and things will be revised as needed.

Provost Galey – Today was the first day where we were able to get seating charts input by our students. Sent out a few emails to the faculty regarding the seating chart. John Mortensen's team will help put signs or locations on the floor if you teach in a circle or students move regularly. Contact the provost or CIDI folks if you continue to have questions regarding the seating charts. Shout out to John Ferguson, Paul Barr, and Scott Hunsaker on streamlining the rewriting of the faculty code. The committee has

given some compensation to Nick Morrison who is helping with rewriting and reformatting the code. If there are some substantive changes, they will be brought back to PRPC separately. The provost has developed six academic priorities and he will bring them back to the Faculty Senate. One priority is improving and strengthening the graduate education program. Thanks for all you do to keep the classrooms up and running.

### **Information**

COVID Containment Strategies - Frank Galey | Boyd Edwards  
Covered during the university business.

[COVID Management Preferences Survey](#) - Boyd Edwards | Sarah Klain

*Motion to support the survey going forward made by Kim Hales. Seconded by Timothy Taylor. John Ferguson requested an amendment to the motion to include a new motion that access to the raw data be a small number of people. Seconded by Corey Christiansen. Target USU faculty/community.* Sarah Klein is speaking on behalf of herself and others who have children who are unable to get vaccinated. She personally doesn't think that the Utah State legislature is doing everything they can. Feels we are not in compliance with the CDC. Wants to do a survey for faculty and staff to understand as a community what is the majority opinion on COVID management processes. Developed a survey that states certain policies as well as the bills of the legislation. Over 1,000 institutions require vaccination and mask mandates. Sarah feels that USU may lose faculty because of this issue.

[Faculty Reporting of Sexual Misconduct](#) - Hilary Renshaw | John Ferguson

President Cockett provided a great overview of the change to the policy for faculty reporting of sexual misconduct. Came to integrity of implementation. Sometimes the issues were being reported as a student of concern report. Trying to make exceptions fit. Working with John Ferguson and hoping to get data and feedback. Some are frustrated with the change but still want feedback and concerns. Make sure that there is faculty input and role in the process. Setting up a committee that will meet at least once a month with the Office of Equity. Please reach out to any of the committee members if you have any issues or concerns. Faculty should never assume that someone else will report the abuse/misconduct. It is their responsibility to report. People on the committee have the experience from legal, psychology, etc. and they can help with the policy. USU is currently under a settlement with the Department of Justice to fix this problem. Most institutions are making their faculty reporting employees, not just USU.

### **Reports**

[Empowering Teaching Excellence Annual Report](#) - Neal Legler | Travis Thurston

*No motion was made to approve the report.*

Highlights from Empowering Teaching Excellence (ETE) and CIDI. The new faculty orientation went well and the ETE conference was held virtually and was well attended. Used Cares funding for a ACUE course and 26 faculty members earned national certification. Provided a lot of support this past year. Excited about the new website: [www.teach.usu.edu](http://www.teach.usu.edu). The group extended their hours and are providing a chat option for any questions. Two instructional designers have been assigned to each college. Looking at some of the common usability issues to help make things work better.

### **Old Business**

[Update on 400 Code Rewrite](#) - Nikki Kendrick

Have been working on the faculty code rewrite. Introduced this in February 2021 to help identify conflicts between 300 and 400 level code. Substantive changes will be referred to PRPC. John Ferguson will take over as the PRPC chair. Faculty code 401 and 402 are ready for faculty review and suggestions. Ran into a few issues so they will go up in the next week or so. The code will look different, but the content will still be the same.

### **New Business**

N/A

**Adjourn: 4:30 pm**



## **FACULTY SENATE MINUTES**

April 26, 2021

3:00 – 4:30 pm

Zoom Meeting

**Call to Order** – Timothy Taylor

[Approval of Minutes](#) – March 29, 2021

*Motion to approve minutes made by Don Busenbark. Seconded by Michael Pate. Minutes approved as distributed.*

**University Business** - Noelle Cockett, President | Frank Galey, Provost

Provost Galey – Reminder that we will be holding debriefing sessions by college in mid-May. Would love to have as many faculty as possible stop in. John Louviere, Paul Barr, Provost Galey and Robert Wagner have pulled these sessions together. There is also a faculty survey that is being developed and will be sent out next week. They will be looking for information regarding what worked and what didn't during COVID and how USU should be moving forward. Using this information as we develop new strategies and guidelines. A huge thank you to everyone who helped in getting classrooms assigned and scheduled.

President Cockett thanked Timothy Taylor for serving as the faculty senate president during this strange year. She appreciates his accessibility and willingness to participate in meetings. She also thanked the nursing students and department for their help with the clinics. Bear River Health Department contacts Ellis Bruch the middle of each week to relay how many doses and what types will be available. They have indicated that USU has done an amazing job and they were to capture 1,000 people each time. This last week it was opened to USU employees, staff and faculty as well as families and individuals older than 18. Blanding and the Eastern campus have indicated that their health departments are providing the clinics and they are up and running. The question was asked if USU will require mandatory vaccination for staff and students. We are not keeping in line with what other Utah Higher Education institutions are doing. After thinking this through we thought the availability of opting out would not drive anyone out. The institution doesn't think mandating it will drive up the number of individuals receiving the vaccination. Currently doing a lot with open communication to students and staff on why they should consider being vaccinated. Based on information we have received; accessibility is a major factor in getting those who are undecided. We will continue with clinics if Bear River Health provides the vaccine. USU is still requiring mask use on campus. USU took the direction of saying that the masks have kept us safe to date and will continue through at least the spring semester. We haven't had much resistance. Masks will probably be around on campus for the foreseeable future. USU would rather see a shortening of the social distancing from six feet to three feet and mask wearing will help with this. It will also open classrooms and will offer more in-person classes and activities. Only 1,000 individuals have uploaded their vaccination records. It is hard to tell if we can have a very accurate report of the number of vaccinated. Currently approximately 30% of Cache Valley have completed their vaccination.

### **Information**

[EPC Monthly Report](#) – April 1, 2021 - Paul Barr

General Education course designation was approved – ENVS 4550 – QI.

There was a discussion regarding the training of instructors for the CL outcomes (ENGL 1010 and 2010). Class sizes range from as low as 25 to a high as 400 students.

Academic Standards Subcommittee – Discussion regarding amending the valedictorian selection criteria verbiage in the Utah State General Catalog. Discussed amendments to the current university repeat



policy. Create a university-initiated withdrawal policy. Recent changes in the Office of Civil Rights (OCR) allows the implementation of such a policy. Curriculum Subcommittee approved 45 course requests as well as four R401 proposals. Elected Matt Sanders as the new Curriculum Subcommittee chair for the 2021-2022 AY. Curriculum has been shut down and will reopen the first week of July. A small working group has been put together to look at updating the Curriculum/EPC handbook.

## Reports

[Committee on Committees](#) Annual Report - Joe Koebbe | Jan Thornton

Members of the committee are Joe Koebbe, Crissa Levin, and Maureen Hearn. All three are new to the committee and are working very hard to get everything ready. They have noticed that they are not getting many responses from faculty members who are willing to serve on the various committees. Joe held a Zoom meeting and felt that that helped a little. A Qualtrics survey will be sent soon to help fill the committees. Working diligently to get committees in place and so that we can have chair and chair elects nominated and in place at the beginning of the academic year. Since all three members started at the same time it was recommended that they stagger the committee members so there can be training and overlap. Also want to have a date like March 1 to have the chair elects determined. They felt that this should not be left until the last meeting.

*Motion to approve the Committee on Committees Annual Report made by Ralph Meyer. Seconded by Don Busenbark. Report approved.*

[Calendar Committee](#) Annual Report - Renee Galliher

Calendar Committee met and revised the academic calendar based on recommendations from the USU COVID-19 taskforce. Made changes to the fall 2020 semester to move remote delivery following the Thanksgiving holiday through the end of the fall 2020 semester. Changed spring semester and have three-day weekends to take the place of spring break. Considering how implement and emphasize diversity and inclusion in the official calendar and to use it more intentionally to embrace these issues. Tabled the process and will spend this next year working with different stakeholders and see how we engage with the calendar. The president's taskforce for diversity and inclusion are looking at this as well. The committee welcomes feedback from all stakeholders on how to implement some of these changes/updates.

*Motion to approve the Calendar Committee Annual Report made by Don Busenbark. Seconded by John Ferguson. Report approved.*

[Recruitment](#) and [Retention](#) Annual Report - Heidi Kesler | Katie Jo North | Janet Anderson

Due to COVID travel and event restrictions, Admissions had to cancel or change many in-person events to a virtual format. However, many events were able to be held in person with approved safety protocols. Came up with a test-optional for admissions and scholarships and they have learned many great things from this. Adapted many events from in-person to virtual. Some virtual options will be maintained because they have worked so well. The Student Achievement Collaborative is a joint effort by the Office of the Executive Vice President and Provost and Academic and Instructional Services to focus on the success of all students at USU. USU Ready campaign came in response to feedback from students due to COVID. Looking at creating a front and center newsletter and speaker series. Student Academic Achievement Alerts – this new form has robust case management and a workflow component. It is in the same database as Student of Concern, Conduct and Sexual Assault reports.

*Motion to approve the Recruitment and Retention Annual Report made by John Ferguson. Seconded by Rachel Nardo. Report approved.*

## Old Business

Review Code Status | Faculty Code Rewrite - Timothy Taylor

The faculty code rewrite group is halfway through code 400. Will continue to work on the rewrite throughout the summer. Any suggestions changes will go to PRPC and Faculty Senate before changes are made.

**New Business**

[Faculty Development, Diversity and Equity Resolution](#) (FDDE) - Scott Hammond

FDDE wanted to help move the needle of diversity and inclusion issues. They want to be proactive and make a difference. Received some interesting data from the survey that Boyd Edwards sent out. Often the complaint was not having faculty relationships that were supported. There were also positive relationships in faculty mentoring. A good relationship needs to grow organically.

*Motion to approve the Faculty Development, Diversity and Equity Resolution made by Scott Hunsaker. No second required. Resolution approved.*

Faculty Senate President Elect - Timothy Taylor

The name of John Ferguson has been presented as the Faculty Senate President elect for the 2021-2022 academic year. An electronic election will be held.

**Concluding Remarks, Passing of the Gavel - Timothy Taylor**

Thanks to all faculty senate members and welcome to the new members for 2021-2022 AY. It has been a productive several years. The faculty senate is fortunate to have a Provost that respects faculty governance. There has been some very good work done, i.e., taskforce on term faculty, survey for P&T, etc. It has been great to work with the faculty senate executive committee. Thanks to Patrick Belmont and Boyd Edwards for their knowledge and mentoring.

**College Caucus to Elect FSEC Members –** Two-year terms are standard. Senators must have served one year in the Senate to be eligible. Colleges needing a new FSEC member are:

College of Humanities and Social Sciences  
University Libraries

**Adjourn: 4:30 pm**





## Intro

### COVID-19 is changing

In late July, 2021, the Center for Disease Control (CDC) reported surging COVID-19 cases in various regions of the US, largely attributed to the delta variant.

The Utah state legislature passed bills in 2021 that 1) block vaccine passports on college campuses and government buildings in the state, and 2) prohibit mask mandates in higher education. For more information on the bills, see HB 308 and HB 1007 respectively.

As of August 17, 2021, a total of 52.5% of people eligible to be immunized (ages  $\geq 12$ ) in Cache County are immunized with a COVID-19 vaccination according to the Bear River Health District.

The Pfizer COVID-19 vaccine is anticipated to get FDA certified in September, which provides an opportunity to change COVID-19 risk management strategies on the USU campus.

This survey aims to understand COVID-19 management preferences among USU faculty and staff.

A growing number of institutions of higher education are requiring students to get the COVID-19 vaccine before returning to campus ([click here for the full list](#)).

Would you support requiring students to get the COVID-19 vaccine?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support requiring **faculty** to get the COVID-19 vaccine?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support requiring **staff** to get the COVID-19 vaccine?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support requiring all **students** to provide proof of vaccination in order to attend face-to-face classes?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support requiring all **faculty** to provide proof of vaccination before teaching face-to-face classes?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support an indoor mask mandate on campus until >90% of the USU community is vaccinated?

- ☐ Yes
- ☐ No
- ☐ I don't know

Would you support an indoor mask mandate on campus until the risk level for unvaccinated people, based on cases and test positivity, is assessed as low? As of August 17, 2021, Cache County's risk level for unvaccinated people is extremely high.

- ☐ Yes
- ☐ No
- ☐ I don't know

Which type of USU employee are you?

- ☐ Staff
- ☐ Faculty
- ☐ Other

In which college do you work?

- ☐ Caine College of the Arts
- ☐ College of Agriculture and Applied Sciences
- ☐ College of Engineering
- ☐ College of Humanities and Social Sciences
- ☐ College of Science
- ☐ Emma Eccles Jones College of Education & Human Services
- ☐ Jon M. Huntsman School of Business
- ☐ S.J. & Jessie E. Quinney College of Natural Resources

- ☐ Extension
- ☐ Library
- ☐ Prefer not to identify my college

What is your gender identity?

- ☐ Female
- ☐ Male
- ☐ Non-binary / third gender
- ☐ Prefer not to say

If you would like to share comments about how you want USU to manage the risk of COVID-19, please write them here.

If you would like to be involved in communicating with legislators and/or USU administrators on updating COVID-19 risk reduction policies, please include your name and e-mail address below.

Name:

Email address:

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Faculty Reporting of Sexual Misconduct  
Boyd Edwards, Faculty Senate President  
John Ferguson, Faculty Senate President Elect  
Hilary Renshaw, USU Title IX Coordinator  
August 18, 2021

## **Talking Points for USU Policy and Procedures 340 – Faculty as Reporting Employees**

### **Background Information For Required Reporting of Sexual Misconduct**

- In August 2020, the USU Office of Equity designated faculty members as resource connection employees under interim policy. This means that faculty members were not required to report disclosures of sexual misconduct to the Office of Equity but were required to offer resources and reporting options to the disclosing party. Faculty members had reporting obligations if they received a disclosure from someone they supervised, or if they served as a faculty advisor to a student organization.
- After conducting pilot trainings and receiving feedback in Spring 2021, the USU Office of Equity changed faculty members back to reporting employees in July 2021 (previously called "responsible" employees). This means that faculty members are required to report disclosures of sexual misconduct whether or not they received a disclosure from someone they supervised or served as a faculty advisor to a student organization. Historically at USU, faculty have been designated as reporting employees.

### **Reasons Faculty were Changed Back to Reporting Employees under USU Policy and Procedures 340**

- Simplicity and Integrity in Implementation
  - After receiving feedback from the pilot trainings in Spring 2021, the Office of Equity found that it was confusing for faculty to be resource connection employees and also have reporting obligations. It was not always clear when they were required to report disclosures of sexual misconduct and faculty were also unclear in what circumstances they were considered a supervisor, i.e. had reporting obligations. In addition to that, it was difficult to message to students when faculty would be considered a resource connection employee and when they would have reporting obligations.
  - Some faculty expressed concern about being able to remember and also being responsible for sharing all available resources, given that their primary role is research and teaching. Instead, it is better for the Office of Equity to be the expert in responding and providing resources to individuals who experience sexual misconduct.
  - The Office of Equity is better equipped to implement supportive measures in order to ensure fairness and to prevent students from having to tell their story to multiple faculty members. With the full picture of supportive measures being provided, the Office of Equity can help ensure that supportive measures are supporting the student and ensuring access to education, rather than inhibiting a student's academic success.



- Information Sharing regarding Claimant's Story
  - It is important that the University is transparent with individuals who disclose sexual misconduct about how their information might be shared. Disclosures of sexual misconduct to faculty may be reported to the Office of Equity because if the information is shared in a student of concern report or with a supervisor then it is reported to be reported to the Office of Equity. It is better if a faculty member is able to be honest with a student about where that information will go before a student makes a disclosure. This will allow the student to decide if they want to go to a confidential resource or continue to share with the faculty, rather than having the student share all their information and being blind-sided when the information is eventually reported to the Office of Equity.
  - Faculty will not have to be put in the difficult decision of deciding whether to report or not as their obligations are more straightforward. The Office of Equity can then be the experts in making sure individuals receive resources and information about their options.
- Exceptions to Reporting
  - The Office of Equity has received feedback that faculty do not want to report when a disclosure of sexual misconduct is made in a paper or during class discussions. This is now an exception to required reporting of sexual misconduct. Also, faculty would not typically need to report sexual abuse that a student disclosed happened to them when they were a child.

In summation, the main reason that faculty are classified as reporting employees is that the University believes it is the best way to keep the campus safe as well as offer resources and support to individuals who have experienced sexual misconduct.

The Office of Equity will collect data and feedback regarding faculty as reporting employees and will assess this model in the next few years to determine whether any adjustments should be made based on the data.

### Questions:

1. What is your current understanding of reporting obligations for faculty at USU?
2. According to USU Policy and Procedures 340, the following individuals are reporting employees:
  - Faculty;
  - Teaching Non-benefitted Positions;
  - Graduate Teaching Assistants;
  - Graduate Research Assistants; and,
  - Postdoctoral Fellows.

Do you have feedback related to this group being designated as reporting employees?

3. Below is a list of exceptions related to reporting employee obligations. Are there any exceptions you think should be added to this list?

### **Faculty Senate Involvement**

The faculty senate has created a working task force to serve as a liaison between the Title IX office and the faculty. This task force will assist in the facilitation of information gathering and in the spirit of shared governance ensure the involvement of faculty in the future development and implementation of policies.

The members of the task force include:

Alison Cook, John Ferguson (Chair), Jennifer Grewe, Melanie Domenech Rodriguez, Colby Tofel-Grehl, and Derrik Tollefson.

### **Reporting Employee Obligations Exceptions (*subject to change*)**

A Reporting Employee's obligations do not apply to Sexual Misconduct in circumstances where the Reporting Employee is the Claimant. In addition, there is no Reporting Employee reporting obligation when the disclosure of information about Sexual Misconduct is made through:

- Applications to the University or a specific program offered by the University;
- Human subject research, subject to the review of the University's Institutional Review Board;
- Job applications and interviews;
- Office of Equity resolution meetings;
- University-led focus groups related to Sexual Misconduct;
- Sexual Misconduct prevention trainings provided by designated prevention specialists;
- Public awareness events;
- Protected Health Information (PHI) generated by clinical care teams who are providing services subject to HIPAA that are designated as "Healthcare Provider Covered Components" in the University's Hybrid Entity Declaration (clinical care teams include but are not limited to faculty, clinicians, student trainees, and support staff engaged in Covered Component work), except where such PHI may be evidence of sexual misconduct between a client or patient and a member of a clinical care team; or,
- Work submitted in course assignments and discussions related to course materials.

When the disclosure of information about Sexual Misconduct is made to:

- A Pastoral Counselor who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a Pastoral Counselor;
- A Process Advisor serving in that role in an Office of Equity Formal Investigation or Informal Resolution process;
- A spouse, domestic partner, or immediate family member by their spouse, domestic partner, or immediate family member; or,
- Certain designated care teams defined in USU [Procedures 340](#) that routinely review health information and/or records pursuant to a limited release of information agreement.

When the disclosure of information about Sexual Misconduct is made concerning:

- Privileged requests for legal advice; or,
- Sexual Misconduct that occurred outside an employment or education program or activity and:
  - The claimant was not a student, program participant, or employee at the time of the incident; and,
  - The respondent was not a student, program participant, or employee at the time of the incident; and,
  - The respondent is not a current student, program participant, or employee.

The Center for Innovative Design & Instruction (CIDI) collaborates closely with the Office of Empowering Teaching Excellence (ETE) to support and promote USU's culture of teaching excellence. The following data provides a snapshot of engagement in CIDI & ETE events, services, and programs participation from Fall 2020 through Summer 2021.

### **New Faculty Orientation & Foundations, ETE Conference**

- **NFO & Foundations Attendees:** 55
- **Conference Faculty/Staff/Graduate Student Presenters:** 71, **Total Attendees:** 400

### **ETE Seminars, Learning Circles & eLearnX**

- **Seminars:** 3 sessions   **Learning Circles:** 21 groups   **eLearnX:** 30 participants

### **Journal on Empowering Teaching Excellence (ISSN: 2644-2132)**

- **New issues:** 2   -   **Total Issues:** 9   -   **Articles:** 69
- **New downloads:** 13,768   -   **Total downloads:** 35,476
- **Countries:** 171   -   **Institutions:** 2,957

### **ETE 10**

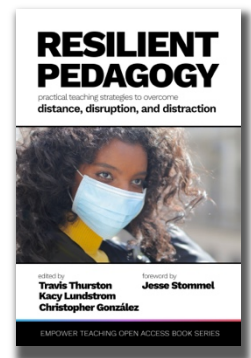
- **Badges Earned in Past Year:** 680 → 2855, across 311 participants
  - **Plan Your Pathways:** 96
- **Total Certificates Earned**
  - **2020-2021** - Teaching Scholar: 24   Master Teacher: 6
  - **Since 2016** - Teaching Scholar: 67   Master Teacher: 27

### **Culture of Teaching Excellence**

- **ACUE Nationally Certified in Online Teaching:** 26
- **ETE Scholar Awards** – Scholarship of Teaching & Learning: 7
- **Resilient Pedagogy** – Published ebook in collaboration with the Library

### **CIDI Faculty Support**

- **On-demand Support** – Phone, chat, email, and drop-in, M-F 7am-7pm
- **Consultation** – Each department is assigned two instructional designers for help with training, course development, teaching questions, quality assurance, and more.
- **Training** – 57 workshops are available on the Fall workshop schedule. Department-specific workshops are available.
- **Quality Assurance** – Summer 2021 program involved checking all Fall and Summer courses in Canvas and flagging usability and accessibility issues for fixing, with faculty permission.



- **Faculty Preference** – CIDI allows faculty to choose how they would like to be supported and is building a support preference “settings” page in Canvas.
- **TEACH.USU.EDU** – This summer CIDI released a central hub for all teaching resources.

# PRPC Subcommittee 400 Code Rewrite



**UtahStateUniversity®**

- Subcommittee was voted and approved to take on the task by Faculty Senate on February 1, 2021
- Purpose of the subcommittee:
  - Identify conflict between 300 and 400 level code.
  - Identify potential substantive changes and refer to PRPC.
  - Clean-up outdated terminology (e.g., chancellor, regional campus, etc.).
  - Reformat to match the new template being used for all university code.



- Membership:

- Nikki Kendrick: Subcommittee Chair, PRPC Chair 2020-2021
- John Ferguson: FS President-Elect, PRPC Chair 2021-2022
- Nick Morrison: Faculty writer
- Timothy Taylor: FS Past President
- Scott Hunsaker: PRPC member (new for 2021-2022)
- Paul Barr: Provost's Office
- Cliff Parkinson: Legal Affairs
- Chelsea Grant: Legal Affairs



- The subcommittee has met regularly since February 2021.
- Sections 401, 402, and 403 will be ready for faculty to review by the end of August 2021.
- Faculty will be able to find copies of the revised code in the new template on the Faculty Senate website.
- The code looks different, but the substance is the same.



- Non-substantive change
- Original text 401.5.2(1):
  - *Appointment as a career and technical education contract faculty member requires a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and must meet accreditation standards.*
- Re-phrased text 401.5.2.1:
  - *Those appointed as career and technical education contract faculty must have a minimum of six years of documented, applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards.*
  - Adjusted sentence structure for clarity

- Non-substantive change
- Original text 404.1.2(6):
  - *...that administrator shall advise the appropriate academic dean, chancellor, or vice president for extension and agriculture, or regional campus dean, of the decision.*
- Re-phrased text 404.1.2.6:
  - *...that administrator shall advice the appropriate academic dean, or vice president for extension, or statewide campus director, of the decision.*

- Substantive change referred to PRPC

- 401.4.1

- *The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.*

- There was discussion in the subcommittee about adding language to the effect:

- *Term appointments shall not be made for less than 0.5 FTE.*

- This would align the term appointments with tenure-eligible appointments for protection of faculty in term appointments.

- As this is adding language that does not already exist in this section, the subcommittee has referred it to PRPC for discussion in the 2021-2022 academic year.

## **Report from the Educational Policies Committee Sept 2, 2021**

The Educational Policies Committee (EPC) met on Sept 2, 2021. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page ([www.usu.edu/epc](http://www.usu.edu/epc)).

During the Sept 2, 2021 meeting of the EPC, the following actions were taken:

### **1. General Education Subcommittee**

- A significant discussion on General Education assessment plan occurred. Harrison Kleiner is working on this assessment plan and will provide an update for the Gen Ed committee for input.

### **2. Academic Standards Subcommittee**

- The Academic Standards Subcommittee will be looking at language on Post Humous degrees in October. The goal is to make the process smoother. Depending on the standing of the student, there will be various options of recognition.
- The proposed language for the involuntary withdrawal policy will be circulated to the members of EPC for final input. This will include an opportunity for student leadership input. The Academic Stands Subcommittee approved the language by electronic vote.

### **3. Curriculum Subcommittee**

- Approval of 80 course requests.
- Request from Career Services in the Office of the Executive Vice President and Provost to [change the name from Career Services to Career Design Center](#).

### **4. Other Business**

- Fran Hopkin and Toni Gibbons from the Registrar's Office made a report regarding the utilization and effectiveness of the impact report. In the past, the Registrar's Office had been reviewing at these requests in silos and not holistically. The group found that there can be problems that can be detrimental to student completion. The registrar has seen a benefit using shared information. Instead of just cutting and pasting the impact report, it is recommended that the proposing unit explain what the impacts are. This information should be reviewed at the college curriculum committees before it is moved on the university level committees. It is incumbent on those colleges/departments who identify a problem with the impact report to work it out with all those affected or impacted. The Registrar's Office will compile a spreadsheet of deletions, deactivations, or course number changes. This information will be shared with the department heads. The spreadsheet will not be sent out until after the agenda is completed and sent. Colleges and departments can also reach out and collaborate on the changes. This will help keep the catalog and Degree Works accurate and current.
- Interim Vice Provost Cutler presented a summary report of the School of Graduate Studies activities for 2020-21. The Graduate School distributed approximately \$1.3M of CARES 2 funding to help support graduate students. The feedback received was very

positive regarding the funding distribution. The Graduate School also surveyed the students to identify concerns. The third survey showed that approximately 40% of the students identified as struggling with mental health. This upcoming year, the Graduate School will gather data on teaching assistants across the different units including pay and workload. Finally, the Graduate School will focus on recruitment efforts and how they can more effectively assist colleges and departments in these efforts.



## University Policy 3xx: Telework

Latest edits 9.28.2021

(Please update date each time you make edits.)

**Category:** 300 Personnel

**Subcategory:** Employment

**Covered Individuals:** Benefit Eligible Employees

**Responsible Executive:** Vice President for Business and Finance

**Policy Custodian:** Office of Human Resources, Associate Vice President of Human Resources

**Last Revised:** New

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### 3XX.1 PURPOSE AND SCOPE

Utah State University (USU) permits telework arrangements when doing so benefits both the department and the employee. Telework arrangements are successful when the job, person, environment, and work situation are appropriate. Telework can improve productivity and job performance; promote administrative efficiencies (e.g., reduce office and parking space needs); reduce traffic congestion, pollution, and transportation costs; and promote the recruitment and retention of a highly qualified and diverse workforce by providing a stronger work/life balance.

### 3XX.2 POLICY

Telework is a privilege, subject to university approval, and is not a university-wide benefit. It can be discontinued by the department head/director or dean/vice president at any time if it is not serving the department's objectives. Depending on the nature of work to be performed, not all positions will qualify for telework. Each telework decision will be made on a case-by-case basis by considering the employee's work responsibilities and performance, whether the position must be performed in person at a campus location, the need and desire of both the department and the employee, schedules, and the overall likelihood for success. If USU establishes telework as a condition of employment, based on the university's business needs, it will be stated when the position is advertised and/or when telework is approved.

The dean/vice president, department head/director, supervisor, and teleworker must all agree to the work arrangements and expectations by signing a telework agreement [\[link\]](#) prior to commencing telework. The telework agreement must address expected job performance and deliverables.

Regular or flexible telework may be approved on a temporary, trial, or ongoing basis as follows:

- Regular full-time telework - An employee works every workday at a location other than a USU location.
- Regular part-time telework (Hybrid) - An employee works one or more workdays at a location other than a USU location and the remainder of the week's workdays at a USU location (e.g., M-W alternative work location from home; Th-F work from USU workplace). The schedule is fixed to be the same each week to facilitate meeting schedules and other office activities.
- Flexible telework - An employee varies their work location throughout the week based on business and/or personal work/life needs. Only positions that can support this variety should be approved under this method.

Surge telework is for those positions that a dean/vice president and department head/director has identified as being able to temporarily telework on days where the [Utah Division of Air Quality](#) has forecast an air quality of "unhealthy" (red) or higher at least 48 hours in advance for that county/location. Since surge telework is expected to be temporary and infrequent, it does not require a formal telework

agreement. USU positions that provide in-person services, or which have an in-place-duties requirement are not eligible for surge telework and will still report to their normal work location as scheduled.

Surge telework may also be approved by appropriate campus leaders during other special circumstances, such as predicted heavy snowfall or other situations that could pose a risk to employee safety or health.

#### **Campus Leaders Who Can Authorize Surge Telework for Special Circumstances:**

- Main Campus in Logan - USU president or designee.
- Statewide Campuses - Vice president of Statewide Campuses in consultation with the respective campus associate vice president.
- Extension Offices - Vice president for Extension.

Americans with Disabilities Act (ADA) telework may be approved as a reasonable accommodation under the ADA where alternative, reasonable accommodations cannot be identified and/or implemented. Such accommodations need not be approved where predictable and regular onsite attendance is deemed to be job-related, uniformly enforced, and consistent with business necessity (i.e., essential). Employees or supervisors with questions about the ADA telework request process can contact the Office of Human Resources for more information.

The USU president may approve telework in response to community crises, natural disasters, pandemics, or similar events.

## **2.1 Evaluating Positions for Telework**

Departments may consult with the Office of Human Resources to analyze the nature of a position and how the work is performed to determine which positions are appropriate to designate or approve for telework.

Several factors [\[link\]](#) should be considered in determining the feasibility of telework, including the supervisor's ability to adequately supervise the employee, whether any duties require use of systems, equipment, or tools that cannot be replicated or provided at the alternative work location, and the potential impact to other team members' workload.

With rare exception, telework should be performed within the state of Utah as laws and compliance requirements related to payroll, unemployment, workers compensation, and other employment situations can vary significantly from state to state. Before a position can be considered and approved for regular out-of-state telework, the location being considered must be reviewed by a telework eligibility committee which includes representatives from Payroll/Finance, Risk Management, Legal, a departmental IT support person, and Human Resources. If a position is approved for regular out-of-state telework, any compliance costs related to such positions will be borne by the employing department.

## **2.2 Eligibility**

### **2.2.1 Evaluating Employees for Telework**

When a telework request is made, the supervisor and department head/director determine if telework is feasible either on a trial or ongoing basis. Eligible employees must meet the following criteria:

- The employee has been in the position for a minimum of six (6) months—this requirement may be waived if the employee is specifically hired for a telework arrangement.
- The employee has no active, formal corrective actions on file for the current or preceding performance review period (see USU [Policy 311: Setting Expectations and Managing Performance](#)).
- The employee has demonstrated an ability to work productively and successfully in their work habits.

- The employee's assignment is conducive to telework without causing reductions in services to students, inequities, or workload imbalances with other team members.

Once the supervisor and department head/director have confirmed eligibility for telework, the request will be sent to the respective dean/vice president for final approval.

A teleworking employee is responsible for any personal tax and insurance implications of a telework arrangement as well as conforming to any local zoning regulations.

### **2.2.2 Ineligible Positions**

This policy applies only to those who work away from their USU location for one or more days per week on a regular basis and not for ad hoc situations. Ad hoc situations will be coordinated and approved by the employee's supervisor in accordance with that department's practices.

Some positions are not typically eligible for telework such as: faculty roles tied to on-campus programs and instruction; direct service positions; facilities trades workers; custodial workers; student-health staff; residence-life staff; coaches and athletic support; receptionist positions; agricultural production staff; research animal and plant care staff; library circulation staff; IT direct support positions; environmental health and safety staff; and place-specific positions, such as police officers, grounds workers, and parking support staff. The respective dean or vice president has discretion in making the final determination as to whether a position is eligible for telework.

## **2.3 General Expectations and Conditions**

### **2.3.1 Compliance**

Teleworking employees must comply with all federal, state, and local laws as well as university rules, policies, and practices, and agree and understand that violation of such may result in the termination of the telework arrangement and/or corrective or disciplinary action.

### **2.3.2 Hours and Location of Work**

The teleworker is responsible to record all hours worked in the same manner as they would in the normal USU workplace. Overtime hours for nonexempt employees require the advance approval of the supervisor. The university continues to expect the same level of productivity and availability from remote locations as from the normal USU workplace. (See USU Policies 311 and [378: Overtime](#))

Supervisors may require employees to report to a central USU workplace as needed for work-related meetings or other events or may meet with employees in the alternative work location or via virtual tools/technology as needed to discuss work progress or other work-related issues. Supervisors should provide enough notice to ensure the teleworker can be in attendance in person when required. Commuting to or from a central worksite at the beginning or end of the day will not be considered compensable time or be eligible for mileage reimbursement unless otherwise specified in the approved telework agreement.

### **2.3.3 Setting Up an Alternative Workspace**

Teleworkers are expected to secure and maintain an efficient and safe workspace that provides adequate connectivity to systems and resources to complete duties and communication in an effective manner. Employees with questions should consult with the Office of Environmental Health and Safety for general safe office standards and office ergonomics. Because telework is considered an extension of the USU workplace, injuries or illness that occur as a result of their university assignment, during scheduled work

hours and within their alternative workspace, will be covered per USU [Policy 364: Worker's Compensation](#).

USU assumes no liability for damages to an employee's real or personal property throughout the telework participation.

#### **2.3.4 Alternative Workspace Distractions**

Teleworking employees are expected to be productive and available as agreed in the approved telework agreement. This includes ensuring that teleworking employees are free from unnecessary or excessive distractions that could affect productivity, attendance or participation at virtual meetings, or limit the ability to return to campus for work when requested. Examples of distractions include, but are not limited to, the need to care for other adults, children, or pets in the home during agreed upon work times. Teleworking employees should make necessary arrangements to ensure the alternative workspace is conducive to work productivity and minimizes the potential negative impact to the teleworker or other departmental colleagues.

Excessive distractions that impact productivity or ability to attend and participate in meetings may be considered a performance issue and result in the modification or termination of a telework agreement. Alternatively, employees may collaborate with their supervisor on other options such as flexible scheduling, reduction of FTE, etc.

#### **2.3.5 Equipment and Materials**

USU will provide the appropriate equipment and materials needed by employees to effectively perform their duties as agreed upon between the employee and their supervisor. The department may, but is not required to, duplicate resources between the normal USU workplace and the alternative work location. Telework employees may use university owned equipment only for legitimate university purposes. Unapproved out-of-pocket expenses will not be reimbursed. All university policies and procedures regarding equipment will apply to teleworkers as they do for all other employees (e.g., inventory controls, data security, equipment disposal, etc.)

The teleworker must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage, theft, or unauthorized use. The employee will be held liable for damage caused by negligence. University equipment will be maintained, serviced, and repaired by university personnel as well as meet all safety standards. Supervisors will ensure that training on equipment usage will be provided where needed. The department will stipulate who is responsible for installing equipment and transportation to and from the normal USU workplace for repairs or service.

The telework agreement may permit employees to use their own equipment, provided the use of such equipment has been approved and meets IT security, management, and policy requirements. In this situation, USU is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the telework agreement.

#### **2.3.6 Costs of Telework**

USU is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in their alternative work location. USU may provide a communication allowance per USU [Policy 518: Cell Phones](#).

#### **2.3.7 Information Security and Data Protection**

Employees must safeguard university information used or accessed from the alternative work location, in accordance with Utah State University's policies. (See USU [Policy 319: Employee Privacy and Confidentiality](#).) Telework employees must agree to follow university approved security procedures to ensure confidentiality and security of data. Teleworking employees should not save files locally or on non-USU equipment. All computer and communications devices connected to USU network are subject to monitoring, whether or not they are owned or operated by USU. The teleworker must notify university personnel immediately if any unauthorized access to university systems occurs. For additional information about information security and data protection see [USU Policies 550-579: Information Technology](#).

### 2.3.8 Intellectual Property

Intellectual property created by USU employees within the scope of their employment regardless of their work location fall under the scope of USU [Policy 587: Intellectual Property](#).

## 3XX.3 RESPONSIBILITIES

### 3.1 Teleworker

- Establish a work environment that is safe and free from distractions.
- Carry out the agreed upon work duties while working at the alternative work location.
- Be productive and available during agreed upon work hours.
- Be responsible for any tax implications that affect telework.
- Report to the normal USU workplace as scheduled or requested.
- Safeguard all sensitive or confidential information.

### 3.2 Supervisor

- Consult with the department head/director and the Office of Human Resources to determine if telework arrangements are appropriate. Supervisors must ensure that telework decisions are made for appropriate, nondiscriminatory reasons and provide clear benefit to USU operations.
- Require employees, who request a telework arrangement, to sign the telework agreement then send a copy of the signed agreement to the Office of Human Resources.
- Work with the employee to set clear expectations, requirements, availability, communication protocols and methods, engagement, etc. to ensure the department's needs are met and that the employee may be successful.
- Clarify on-site and off-site schedule requirements and provide as much notice as practicable for call back situations for on-site meetings or work needs.
- Develop a means to accurately record hours worked and evaluate work performance.

### 3.3 Department Head/Director & Dean/Vice President

- Approve, deny, or revoke any telework agreement.
- Ensure that telework decisions are made for appropriate, nondiscriminatory reasons; provide clear benefit to USU operations; and are handled equitably across departments.

### 3.4 Office of Human Resources

- Answer questions, provide guidance as needed, and file telework agreements.

## 3XX.4 REFERENCES

- Utah Executive Order No. 2021-03

- [Utah Executive Order No. 2021-04](#)
- [A New Workplace: Modernizing Where, How, and When Utah Works](#)

### 3XX.5 RELATED USU POLICIES

- [USU Policy 311: Setting Expectations and Managing Performance](#)
- [USU Policy 319: Employee Privacy and Confidentiality](#)
- [USU Policy 364: Worker's Compensation](#)
- [USU Policy 518: Cell Phones \(Communication Allowance\)](#)
- [USU Policy 587: Intellectual Property](#)
- [USU Policies 550-579: Information Technology](#)

### 3XX.6 DEFINITIONS

#### 6.1 Alternative Work Locations

Approved locations, other than a USU workplace, where official university business is performed. The most common alternative work location is the employee's home.

#### 6.2 Surge Teleworker

An employee who works in a position identified as telework eligible and/or a position identified as able to telework temporarily for red air days or special circumstance days (e.g., predicted heavy snowfall, etc.) as approved by the appropriate campus leader. Not all positions qualify for surge telework.

#### 6.3 Telework

A remote work arrangement that allows an employee to work in an alternative work location for part, or all of, their regular work schedule. Other terms synonymous with telework are "telecommuting" or "remote work."

#### 6.4 Teleworker

A university employee who has been approved to work at an alternative work location, other than a university location, on a regular basis.

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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president, subject to review by the USU Policy Committee.

### RESOURCES

[Utah Department of Environmental Quality Air Quality Forecast](#)

### POLICY HISTORY

Original issue date: 2020/MM/DD

Last review date: N/A

Next scheduled review date:

Previous revision dates: New



## ITEM FOR ACTION

Re: New USU Policy 3XX: Telework

### SUMMARY OF NEW POLICY

- **Telework Intent and Scope-** Telework must meet both department and employee needs. It is a privilege and not a right and is subject to management approval. Not all positions are eligible for telework. Decisions will be made by leadership on a case-by-case basis.
- **Telework Benefits-** In successful arrangements, it can improve air quality, reduce traffic and parking congestion, decrease space needs, and promote recruitment and retention of faculty and/or staff, as well as, provide increased productivity.
- **Types of Telework-** Telework may be approved on a trial or ongoing basis.
  - **Regular full-time telework** - An employee works every workday at a location other than a USU location.
  - **Regular part-time telework (Hybrid)** - An employee works one or more workdays at a location other than a USU location and the remainder of the week's workdays at a USU location (e.g., M-W work from home; Th-F work from USU office). The schedule is fixed to be the same each week to facilitate meeting schedules and other office activities.
  - **Flexible telework** - An employee varies their work location throughout the week based on business and/or personal work/life needs. Only positions that can support this variety should be approved under this method.
  - **Surge telework** – For positions that a dean/VP & department head/director has identified as being able to temporarily telework on days where the [Utah Division of Air Quality](#) has forecast an air quality notice of “Unhealthy” (red) or higher at least 48 hours in advance for that county/location. Since surge telework is expected to be temporary and infrequent, it does not require a formal telework agreement. USU positions that provide in-person services, or which have an in-place-duties requirement are not eligible and will still report to their normal work location as scheduled. For other special circumstances (e.g., bad weather) surge telework may be authorized by President, VP Statewide Campuses or VP Extension as appropriate.
  - **ADA Accommodation-** Telework may be approved as a reasonable accommodation under the Americans with Disabilities Act (ADA) where alternative reasonable accommodations cannot be identified and/or implemented. Such accommodations need not be approved where predictable and regular onsite attendance is deemed to be job-related, uniformly enforced, and consistent with business necessity (i.e., essential).
  - **Community Crisis, Disaster, Pandemic etc.-** USU may initiate or approve when necessary.
- **Eligibility and Structure**
  - Six (6) months of employment (unless position is specifically hired as a telework position).
  - In good standing (no active corrective/disciplinary actions).
  - Demonstrated ability to work productively and not negatively impact load on departmental colleagues or affect student services.
  - Certain positions requiring in-person work are ineligible (see examples in 2.2.2).
  - Formal telework agreements are required.
  - Supervisors may expect attendance in person for meetings or other events.
  - Time reporting should still be done as normal.
  - Tools, equipment, and space issues should be addressed as part of agreement and ensure a safe workspace for the employee.
  - Intellectual property, Information security and data protection policies must still be followed.
  - The alternative workspace should be free from unnecessary or excessive distractions.
- **Compliance-** USU and employees must comply with all applicable laws. Any consideration of out-of-state telework (should be a rare exception) must be reviewed by the telework eligibility committee (payroll/finance, risk, legal, IT support, and HR). Departments bear the cost of compliance.

**2020-2021 ANNUAL REPORT  
OF THE  
UTAH STATE UNIVERSITY  
EDUCATIONAL POLICIES COMMITTEE (EPC)**

**Submitted by**

**Paul J. Barr, EPC Chair**

**Vice Provost**

**September 2021**

## 2020-2021 Annual Report of the USU Educational Policies Committee

### MEMBERSHIP:

#### EPC Membership for the 2020-2021 Academic Year

- **Sami Ahmed**, *President USUSA*
- **Paul Barr**, *Chair, Vice Provost*
- **Sterling Boone**, *Jon M. Huntsman School of Business*
- **Alex Braeger**, *Graduate Studies Senator*
- **Mike Conover**, *S.J. & Jessie E. Quinney College of Natural Resources*
- **Dan Coster**, *College of Science*
- **Richard Cutler**, *Graduate Council*
- **Renee Galliher**, *Academic Standard Chair*
- **Shana Geffeney**, *Statewide Campuses*
- **Robert Heaton**, *Universities Studies*
- **Jason Marshall**, *USU Eastern*
- **Nicholas Morrison**, *Caine College of the Arts and Curriculum Subcommittee Chair*
- **Kat Oertle**, *Emma Eccles Jones College of Education and Human Services*
- **Lee Rickords**, *General Education Subcommittee Chair*
- **Matt Sanders**, *College of Humanities and Social Sciences*
- **Mateja Savoie Roskos**, *College of Agriculture and Applied Sciences*
- **Lucas Stevens**, *USUSA Executive Vice President*
- **Timothy Taylor**, *College of Engineering*
- Ex Officio, **Toni Gibbons**, *Registrar's Office*
- Ex Officio, **Fran Hopkin**, *Registrar's Office*
- Ex Officio, **Michele Hillard**, *Secretary*

### MEETINGS:

The Educational Policies Committee (EPC) is a standing committee of the Faculty Senate. During the 2020-2021 academic year, the regular meeting time of the EPC was the first Thursday of every month at 3:00 p.m. in the Champ Hall Conference Room in Old Main.

The EPC is supported by the following three subcommittees:

Curriculum Subcommittee	Nicholas Morrison (Chair)
General Education Subcommittee	Lee Rickords (Chair)
Academic Standards Subcommittee	Renee Galliher (Chair)

## **ACTIONS:**

The Educational Policies Committee acts on items presented to it from three subcommittees: Curriculum, Academic Standards, and General Education; as well as other items submitted directly to EPC for consideration.

### **A. Actions originating from the Curriculum Subcommittee:**

1. The Curriculum Subcommittee approved 700 requests for individual course actions.
2. The Curriculum Subcommittee and subsequently the EPC acted on a variety and number of R401 proposals (N=57) for programs during the 2020 – 2021 academic year. Table 1 is a summary of those proposals.

**Table 1. Action taken by the EPC/Curriculum.**

<b><u>Unit/College/Department</u></b>	<b><u>EPC Actions 2020-2021</u></b>
<b>School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services</b>	Add Interventions for Secondary Students' as a new specialization within the existing Master of Education in Curriculum and Instruction.
<b>School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services</b>	Add Interventions for Secondary Students as a new specialization within the existing Master of Science in Curriculum and Instruction.
<b>Department of Languages, Philosophy and Communications Studies in the College of Humanities and Social Sciences</b>	Restructure the department. Resulting in two departments, specifically the Department of World Languages and Cultures and the Department of Communication Studies and Philosophy.
<b>Department of Engineering Education in the College of Engineering</b>	Master of Science in Engineering Education.
<b>College of Humanities and Social Sciences</b>	Change the name of the Center for Women and Gender to the Center for Intersectional Gender Studies and Research.
<b>Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences</b>	Create a Certificate of Proficiency in Inclusive Leadership.
<b>Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences</b>	Create a Minor in Intersectional Gender Studies.
<b>Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences</b>	Create a Minor in Sexuality Studies.

<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Correct the acronym from Police Officers Standards and Training to Peace Officer Standards and Training.
<b>Department of Art and Design in the Caine College of the Arts</b>	Offer an Associate of Arts in Art at the USU Eastern campus.
<b>Department of Marketing and Strategy in the Jon M. Huntsman School of Business</b>	Create a new Consulting Minor.
<b>Center for Persons with Disabilities in the Emma Eccles Jones College of Education and Human Services</b>	Change the name of the Center for Persons with Disabilities to the Institute for Disability Research, Policy and Practice.
<b>Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences</b>	Create a certificate of proficiency in Teaching English to Speakers of Other Languages.
<b>Department of Biology in the College of Sciences</b>	Discontinue the Bachelor of Arts and Science in Biology Ecology/Biodiversity as well as the Biology: Environmental Bachelor of Arts and Science emphasis.
<b>Department of Biology in the College of Science</b>	Discontinue the Biology: Environmental program
<b>Department of Biology in the College of Science</b>	Change the emphasis program name from Ecology/Biodiversity in the Bachelor of Arts and Bachelor of Science to Ecology and Evolutionary Biology.
<b>Department of Computer Science in the College of Science</b>	Restructure the current Master of Computer Science program to a 33-credit professional, coursework-only degree.
<b>Department of Theatre Arts in the Caine College of the Arts</b>	Offer an Associates of Arts in Theatre.
<b>Department of Applied Economics in the College of Agriculture and Applied Sciences</b>	Create an Institutional Certificate of Proficiency in the area of small firm management.
<b>Department of Applied Economics in the College of Agriculture and Applied Sciences</b>	Change the name of the minor to be more reflective of the course emphasis and to be more in line with the emphasis that students in the minor.
<b>Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business</b>	Modify the name of the existing degree program in the Management Information Systems and to require that students complete an approved emphasis within the degree program.
<b>Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business</b>	Establish an emphasis in Cybersecurity within the IS undergraduate degree program.
<b>Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business</b>	Establish an emphasis in Data Engineering within the IS undergraduate degree program.

<b>Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business</b>	Establish an emphasis in Web Development within the IS undergraduate Degree program.
<b>School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Service</b>	Offer an Educational Paraprofessional Certificate of Completion.
<b>Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services</b>	Restructure and change the name from Special Education and Rehabilitation Counseling Certificate of Proficiency to Certificate in Rehabilitation and Disability.
<b>Center for Intersectional Gender Studies &amp; Research in the College of Humanities and Social Sciences</b>	Discontinue the Women and Gender Studies minor.
<b>Departments of English and Journalism and Communication in the College of Humanities and Social Sciences</b>	Create a Certificate of Proficiency in Digital Writing and Publication.
<b>Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences</b>	Create a new Department of Social Work by dividing the Department of Sociology, Social Work and anthropology into the Department of Social Work and the Department of Sociology and Anthropology.
<b>Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences</b>	Create a Certificate of Proficiency in Social Analytics.
<b>Departments of Languages, Philosophy and Communication Studies, Political Science and Economics and Finance in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business</b>	Create a Certificate of Proficiency in Philosophy, Politics and Economics.
<b>Department of Geosciences in the College of Science</b>	Add a new GeoWorkforce emphasis to the existing Bachelor of Arts and Bachelor of Science degree in Geology.
<b>Department of Music in the Caine College of Arts</b>	Offer a Piano Pedagogy Minor
<b>Department of Theatre Arts in the Caine College of the Arts</b>	Suspend the program Theatre Education Applied Option – Bachelor of Fine Arts.
<b>Department of Marketing and Strategy in the Jon M. Huntsman School of Business</b>	Emphasis in Leadership within the existing Master of Business Administration degree.
<b>Department of Geosciences in the College of Science</b>	Discontinue the Geoarchaeology emphasis to the Bachelor's degree program in Geology.
<b>Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences</b>	Change the name of the minor from Equine Assisted Activities and Therapies to Equine-Human Science.

<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Update the Certificate of Completion in the Plan of Study for Automotive Technology.
<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Offer a Certificate of Completion Unmanned Aerial Systems (UAS).
<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Update the Medical Assistant Certificate of Completion.
<b>Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences</b>	Offer an accelerated Bachelor of Landscape Architecture and a Master of Science in Environmental Planning.
<b>Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences</b>	Offer a new Post Baccalaureate Certificate, Practitioner of Food Safety.
<b>Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services</b>	Offer a Post- Baccalaureate (Graduate) Certificate Program: Certificate in Advanced Research Methods and Analysis – Quantitative (CARMA-Q).
<b>Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services</b>	Change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.
<b>Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business</b>	Offer a Baccalaureate degree in Data Analytics.
<b>Department of Economics and Finance in the Jon M. Huntsman School of Business</b>	Offer a new Business Economics emphasis within the BA/BS degree in Economics.
<b>Department of Economics and Finance in the Jon M. Huntsman School of Business</b>	Create a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics degree.
<b>Department of Economics and Finance in the Jon M. Huntsman School of Business</b>	Create a new Financial Economics Emphasis within the existing BA/BS Economics degree.
<b>Department of Economics and Finance in the Jon M. Huntsman School of Business</b>	Offer a Master of Financial Economics degree.
<b>Department of Watershed Sciences in the S.J. &amp; Jessie E. Quinney College of Natural Resources</b>	Offer a Master of Ecological Restoration.

<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Offer a Nail Technician Certificate of Proficiency.
<b>Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences</b>	Change the name of the Institute for Social Science Research on Natural Resources to Community and Natural Resources Institute.
<b>Registrar's Office</b>	Course descriptions have been updated in the catalog. There are now course descriptions for all courses.
<b>Academic Instructional Services</b>	Create a Student Money Management Center.
<b>Department of Applied Economics in the College of Agriculture and Applied Sciences</b>	Create a Community Development Economics Minor.
<b>Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences</b>	Change the CIP Code for the BS Aviation Technology-Professional Pilot degree from 49.0102 to 49.0101.
<b>Department of Computer Science in the College of Science</b>	Discontinue the Computer Science MS Plan C degree program.

#### **Other Actions:**

- Fran Hopkin and Adam Gleed brought forth recommendations to establish policies to handle Institutional Certificates of Proficiencies. The policies were approved and presented to the Provost for approval.
- Curriculog New Course Justification Language and Full Template Language was approved with the intent to help the faculty in their submissions.
- An adjustment of the submission deadlines for curriculum request was discussed. The goal was to make sure students were receiving consistent information regardless of the source. The deadlines are October for spring semester and February for summer or fall.
- A discussion of making sure that the courses in the junior and senior year were at the 3000 and 4000 levels. This will allow transfer from other institutions in the state.
- Elected Matt Sanders as the new Curriculum Subcommittee chair for the 2021-2022 AY.

#### **B. Actions originating from the General Education Subcommittee:**

1. Courses approved (N = 20) by the EPC in 2020-2021 for General Education Designation use are listed in Table 2.



**Table 2. Courses approved by the EPC for a General Education Designation**

<b><u>Course Prefix and Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Designation</u></b>
ARTH 3250	The New Hollywood: American New Wave Cinema of the 1970s	CI/DHA
SOC 3340	Civil Rights of a Different Color	DSS
PSC 2040	Aviation Weather	BPS
ARTH 4260	Latin American Art	CI/DHA
ARTH 3615	Pompeii: Roman Domestic Art and Architecture	CI/DHA
HIST 3060	Introduction to Judaism	DHA
HIST 3350	War in the Age of Cinema: Anglo-American Film and the Two World Wars	DHA
HIST 4660	Work and Migration in North American History	DHA
HIST 3660	History of Mexico	DHA
SOC 4440	The Origins of the United States Criminal Justice System	DSS
GEO 3200	The Earth Through Time	Deleted
SOC 3320	Work, Inequity and the American Dream	DSS
APEC 3020	Firm Finance and Records Analysis	DSS
GEO 5570	Engineering Geology	QI
SOC 3750	Sociology of Aging	DSS

LANG 3570	Narrative Ethics in Asian Literature and Film	DHA
SOC 4010	Sociological Theory: Insights from Classical and Contemporary Perspectives	DSS
ENVS 4550	Recreation Use Monitoring and Assessment	QI
GEO 3350	Sedimentation and Stratigraphy	DSC
SOC 3430	Social Deviance	DSS

2. Actions that were taken by General Education Subcommittee (2020-2021):

- A QI rubric was developed to make sure that milestones are being met. A training program was discussed for the faculty.
- General Education assessment is still ongoing and being evaluated in order to meet accreditation standards

**C. Actions originating from the Academic Standards Subcommittee (2020-2021):**

- Changes in language regarding the amount of time that students can use for a leave of absence
- A process for reviewing non-accredited school credit to USU was approved. This will include approval at both the department and Provost level.
- A proposal was approved regarding the requirement of the GRE exam for admission. This will be decided on a department-by-department basis.
- It was discussed that faculty would receive the IDEA Evaluations for 7-week courses at the end of the class and not have to wait until the end of the entire semester. It was decided that this would occur after the faculty member has submitted the grades.